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Microsoft Excel - 1447877-1

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Font: Arial, Size: 14, Bold, Italic, Underline, Paragraph, Styles, Windows, Help, Type a question for help

Electronic Timesheet V.2.0

	A	B	C	D	E	F
1	ELECTRONIC TIMESHEET V.2.0					
2	Welcome to Version 2.0 of the Electronic Timesheet. I have inserted a number of additional functions in this version, including:					
3	1. The ability to view your "Pace" using two different calendar bases and other data in the main "Daily Timesheet" page.					
4	2. A "Daily Totals" spreadsheet (the "year" tabs at the bottom) that allows you to track your time by the day, week, and month.					
5	3. Historical tabs to allow you to compare current performance with past years.					
6	4. A "Project Status" tab to allow you to keep track of current and past projects.					
7	Where appropriate, I have inserted comments into various cells. If you have questions about the operation of any particular cell, place your cursor over the red marker in the upper right corner of the cell, and an explanation will appear.					
8	No graphs or statistics compared to previous years (i.e., how you're doing in comparison to previous years) - maybe I'll put that in next year.					
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FIG. 1

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Project Billable Hours Using Actual/Anticipated Working													
Average Daily Pace So Far Using Actual Working Days:													
Average Daily Pace Needed Using Anticipated Working Days:													
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Office Action													
Confer w/ J. Smith													
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T/c w/ J. Jones re: review of application													
Draft Reply Instructions													
Finalize & forward license agreement to J. Johnson													
T/c w/ J. Doe re: for. filing confirmations for new patent applications;													
Review client testing relevance; Draft e-mail to J. Doe with alternative													
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FIG. 2

FIG. 3

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Projected Billable Hours Using Actual/Anticipated Working														
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Average Daily Pace Needed Using Anticipated Working Days:														
Description														
Review file in preparation for drafting response; draft response to Office Action														
Confer w/ J. Smith														
Review 2nd Notice of Allowance; Phone message to Examiner														
T/c w/ J. Jones re: review of application														
Draft Reply Instructions														
Finalize & forward license agreement to J. Johnson														
T/c w/ J. Doe re: for. Filing confirmations for new patent applications; Review client testing relevance; Draft e-mail to J. Doe with alternative system design concept and estimated patent process costs														
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FIG. 4

FIG. 5

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Daily Timesheet for TAR

Hours Target	1700	150	Local	Nat	Local	Nat	Projected Billable Hours Using 365 Working Days:	1684	TAR
So Far	1538.9	322.6	\$33382	\$31844	\$330	\$375	Projected Billable Hours Using Actual/Anticipated Working Days:	1695	
To Go	161.1	-172.6	Total	Client	Matter	Num	Average Daily Pace So Far Using Actual Working Days:	6.67	
Today	7.1	6	102	84061	341		Average Daily Pace Needed Using Anticipated Working Days:		

Date	Start	Stop	Hours	Client	Matter	Description	B	NB	T
1/6/03			0.20	16846	127	Review & report published patent application	0.20	-	0.2
	9:38 AM	10:40 AM	1.02	27830	3577	Draft Reply instructions	1.02	-	1.1
	3:24 PM	4:12 PM	0.80	68492	101	Review Closing assignment; confer w/ J. Smith re: docket records; confer w/ J. Jones; Confer w/ J. Johnson re: recordation of assignments	0.80	-	0.8
	4:15 PM	6:38 PM	2.38	84061	341	draft application	2.38	-	2.4
	10:59 AM	11:29 AM	0.49	84061	342	draft application	0.49	-	
	1:04 PM	2:28 PM	1.40	84061	342		1.40	-	
	2:40 PM	3:23 PM	0.71	84061	342		0.71	-	2.6
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FIG. 7

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Arel														
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02/01/2002														
Daily Totals														
1	Hours:													
2	Target:													
3	Day	Date	Billable	Nonbillable										
4		02/01/02	6.3	0.7										
5		02/02/02												
6		02/03/02												
7		02/04/02	6.1	0.6										
8		02/05/02	6.0	0.0										
9		02/06/02	9.3	0.0	7.3	avg.								
10		02/07/02	6.7	0.0	36.3	total billable								
11		02/08/02	8.2	0.2	0.8	total nonbillable								
12		02/09/02												
13		02/10/02												
14		02/11/02	7.5	0.0										
15		02/12/02	6.9	0.0										
16		02/13/02	6.1	0.0	6.9	avg.								
17		02/14/02	5.0	0.5	34.7	total billable								
18		02/15/02	9.2	0.0	0.5	total nonbillable								
19		02/16/02												
20		02/17/02												
21		02/18/02	7.7	0.2										
22		02/19/02	7.3	0.0										
23		02/20/02	7.2	1.5	7.1	avg.								
24		02/21/02	6.8	2.2	35.3	total billable								
25		02/22/02	6.3	0.3	4.2	total nonbillable								
26		02/23/02												
27		02/24/02												
28		02/25/02	7.5	0.0										
29		02/26/02	7.3	0.6										
30		02/27/02	6.0	1.4	5.7	avg.								
31		02/28/02	3.6	1.1	28.3	total billable								
32		03/01/02	3.9	1.9	5.0	total nonbillable								
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
337	334	12/31/02	6.2	0.0				1548.6	323.0	1692.3	6.31	1702.8			
338	335	01/01/03			5.9	avg.		1548.6	323.0	1687.3	6.58	1695.5			
339	336	01/02/03	6.3	0.0	23.5	total billable		1554.9	323.0	1689.1	6.60	1695.0			
340	337	01/03/03	6.3	0.0	0.0	total nonbillable		1561.2	323.0	1690.9	6.61	1694.6			
341	338	01/04/03						1561.2	323.0	1685.9	6.94	1694.6			
342	339	01/05/03						1561.2	323.0	1680.9	6.94	1694.6			
343	340	01/06/03	7.1	0.2				1568.3	323.2	1683.6	6.59	1695.1			
344	341	01/07/03						1568.3	323.2	1678.7	6.93	1687.9			
345	342	01/08/03			7.1	avg.		1568.3	323.2	1673.8	7.32	1680.8			
346	343	01/09/03			7.1	total billable		1568.3	323.2	1668.9	7.75	1673.7			
347	344	01/10/03			0.2	total nonbillable		1568.3	323.2	1664.0	8.23	1666.7			
348	345	01/11/03						1568.3	323.2	1659.2	8.78	1666.7			
349	346	01/12/03						1568.3	323.2	1654.4	8.78	1666.7			
350	347	01/13/03						1568.3	323.2	1649.7	8.78	1659.8			
351	348	01/14/03			#DIV/0!			1568.3	323.2	1644.9	9.41	1652.9			
352	349	01/15/03			0.0	avg.		1568.3	323.2	1640.2	10.13	1646.1			
353	350	01/16/03			0.0	total billable		1568.3	323.2	1635.5	10.98	1639.3			
354	351	01/17/03			0.0	total nonbillable		1568.3	323.2	1630.9	11.97	1632.6			
355	352	01/18/03						1568.3	323.2	1626.2	13.17	1632.6			
356	353	01/19/03						1568.3	323.2	1621.6	13.17	1632.6			
357	354	01/20/03						1568.3	323.2	1617.0	13.17	1625.9			
358	355	01/21/03						1568.3	323.2	1612.5	14.63	1619.3			
359	356	01/22/03			#DIV/0!			1568.3	323.2	1607.9	16.46	1612.7			
360	357	01/23/03			0.0	total billable		1568.3	323.2	1603.4	18.81	1606.2			
361	358	01/24/03			0.0	total nonbillable		1568.3	323.2	1599.0	21.95	1599.8			
362	359	01/25/03						1568.3	323.2	1594.5	26.34	1599.8			
363	360	01/26/03						1568.3	323.2	1590.1	26.34	1599.8			
364	361	01/27/03						1568.3	323.2	1585.7	26.34	1593.4			
365	362	01/28/03						1568.3	323.2	1581.3	32.93	1587.0			
366	363	01/29/03			#DIV/0!			1568.3	323.2	1576.9	43.90	1580.7			
367	364	01/30/03			0.0	total billable		1568.3	323.2	1572.6	65.85	1574.5			
368	365	01/31/03			0.0	total nonbillable		1568.3	323.2	1568.3	131.70	1568.3			
369															
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FIG. 11

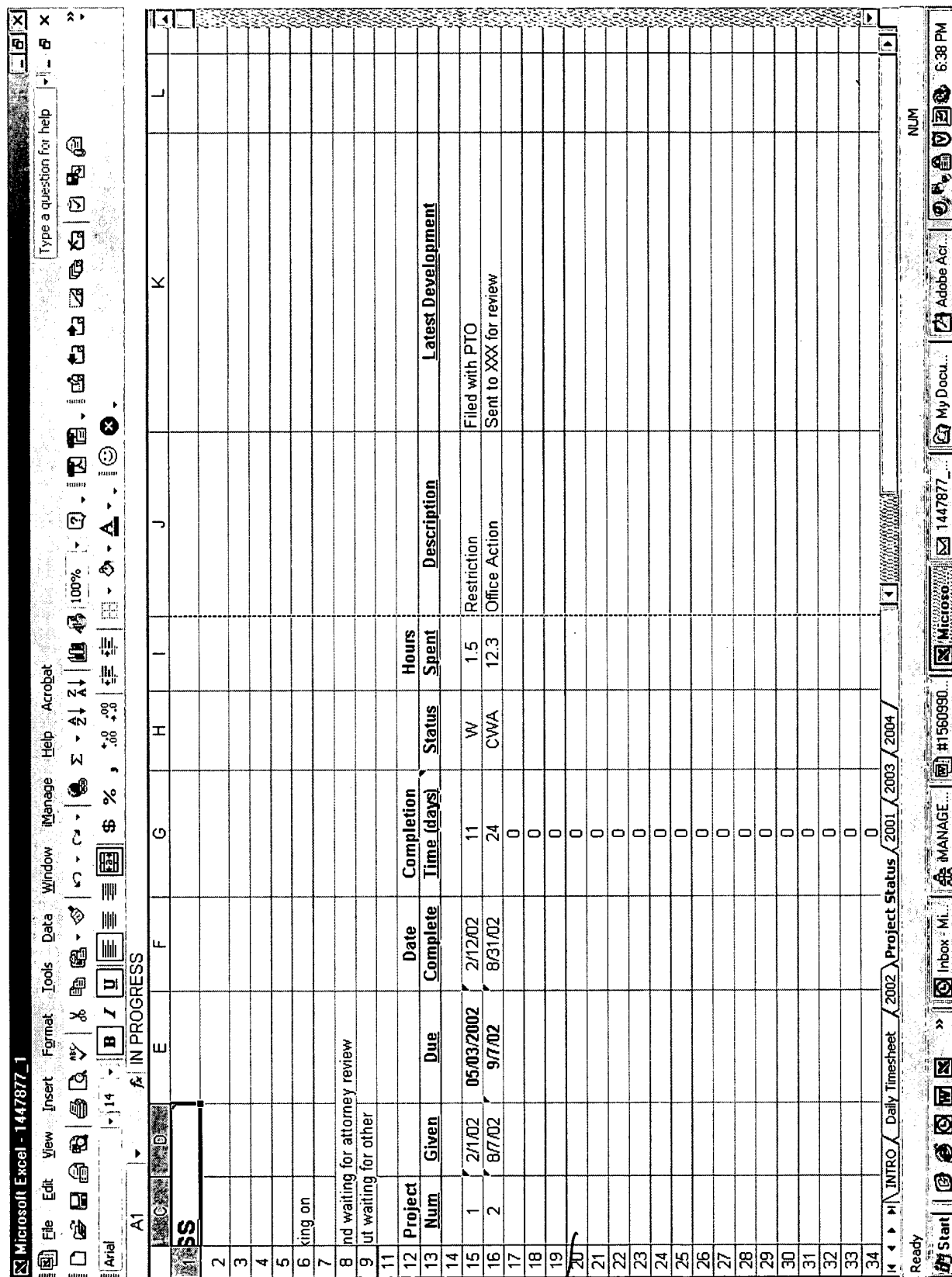


FIG. 13

FIGURE 15

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Type a question for help										
Arial 10 Bold Italic Underline Text Color Background Color Font Size Font Style										
A2789										
1	2	3	4	5	6	7	8	9	10	11
Hours	Bill	Non bill								
Target 1700										
So far =LOOKUP(TODAY(),2002:\$B\$360)										
To Go =B2:B3										
Today =LOOKUP(TODAY(),2002:\$B\$360)										
Date	Start	Stop								
2779										
2780	10.407652662033797	0.410897337962524								
2781	0.43125	0.491223958335468								
2782	0.626964236107597	0.675050810183166								
2783										
2784										
2785										
2786										
2787 37623										
2788										
2789	0.402109259259305	0.409711111111392								
2790	0.569121527776588	0.571616666667978								
2791										
2792	0.479372337962559	0.484240625002712								
2793	0.606533101854436	0.620846412253741								
2794										
2795	0.410059490743151	0.464583333333333								
2796	0.578406712964352	0.606533101854438								
2797	0.648865532405984	0.656762037040608								
2798	0.74375	0.749554282410827								
2799	0.622784490740742	0.63013078703807								
2800	0.630170138887479	0.642361111111111								
2801	0.672872800925688	0.744087152779684								
2802										
2803										
2804 37624	0.467873611109098	0.489103819447337								
2805	0.555949537039851	0.59375								
2806	0.633285763891763	0.680762615738786								
2807	0.685834953708944	0.699618518519856								
2808	0.704277199292846	0.710365856481076								
2809	0.367556481480715	0.394021084814297								
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Microsoft Excel - 1447877.1

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G251B

		H	I
1		Projected Billable Hours Using 365 Working Days: =LOOKUP(TODAY(), '2002'!\$Y:\$4,\$Z\$366)	
2		Projected Billable Hours Using Actual/Anticipated Working Days: =LOOKUP(TODAY(), '2002'!\$B:\$4,\$L\$368)	
3			
4		Average Daily Pace So Far Using Actual Working Days: =LOOKUP(TODAY(), '2002'!\$B:\$4,\$H\$369)/LOOKUP(
5		Average Daily Pace Needed Using Anticipated Working Days:	
6			
7		Description	B
2500			4.9
2501			
2502		draft application	
2503		Office conf. Ww J. Jones re: subscription agreement and IP definitions	0.812713688823055
2504		Draft subscription agreement addendum definitions	0.541613888946208
2505		Mtg w/ client re: strategy & expert reports	0.928752777768143
2506		Report search results	6.48254722228739
2507		Revise patent application	0.5
2508			--
2509			9.3
2510		draft reply	0.609122222231235
2511		draft application	1.1798472222872
2512		draft application	1.19426111108623
2513		Revis w/ revise investor letter	0.412644444498165
2514		Mtg w/ drafts person	0.475961111078504
2515		draft application; meeting w/ drafts person	1.30774444446433
2516			5.2
2517			
2518		draft application	0.296947222261224
2519		T/c w/R. Eich re: disclosure	0.558744444453623
2520			1.33028055547038
2521		Attend client Presentation Meeting	1.72903888887959
2522			1.20663611101917
2523			2.79515833337791
2524			0.2
2525			
2526			
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FIGURE 18

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File Edit View Insert Format Tools Data Window Manage Help Acrobat										
Type a question for help										
Arial 10 B I U Bold Italic Underline										
G2518										
1	=LOOKUP(TODAY(),2002*\$Y\$4:\$Z\$368)									
2	=LOOKUP(TODAY(),2002*\$B\$4:\$L\$368)									
3										
4	=LOOKUP(TODAY(),2002*\$B\$4:\$H\$368)/LOOKUP(TODAY(),2002*\$B\$4:\$X\$368)									
5										
6										
7	B									
2500	4.9									
2501										
2502	0.812713888823055									
2503	0.541613888946208									
2504	0.928752777758143									
2505	6.48254722228739									
2506	0.5									
2507										
2508	9.3									
2509										
2510	0.60912222231235									
2511	1.1798472222872									
2512	1.19426111108623									
2513	0.41264444499165									
2514	0.475961111078504									
2515	1.30774444446433									
2516	6.2									
2517										
2518	0.296947222261224									
2519	0.558744444453623									
2520	1.33028055547038									
2521	1.72903888887959									
2522	1.20663611101917									
2523	2.79515833337791									
2524	0.2									
2525										
2526										
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2530										
2531										
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